

# Wisconsin Department of Regulation & Licensing

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## DIVISION OF BOARD SERVICES

### APPLICATION FOR APPROVAL OF NON-CREDIT PRE-LICENSE BROKER'S AND SALESPERSON'S PROGRAMS

**Please attach materials with appropriate references where space is inadequate.  
An Instructor Approval Form (#831) must be filed for each instructor.**

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#### SCHOOL INFORMATION

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1. Name of school:

2. Address (street, city, state, zip code)

3. Telephone: ( )

4. Date organized:

5. Form of business organization (proprietorship, partnership, corporation):

6. If a subsidiary, give name of parent organization:

7. Name of owner(s):

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#### SCHOOL ADMINISTRATION

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1. Name of Real Estate Education Administrator:

a. Educational background:

b. Business experience:

c. Teaching experience:

d. Professional organizations:

# Wisconsin Department of Regulation & Licensing

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## SCHOOL ADMINISTRATION (Continued)

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2. Describe the personnel organization of the school:
3. Describe the record system of the school in detail, including information on applications, student progress records, completion records and evidence of completion. Supply copies of forms used.
4. Outline fee schedule of the school:
5. Describe standards for hiring teaching personnel:

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## DEFINITIONS:

**“Distance education” means the provision of educational programs or courses without an instructor or representative of an approved school physically present with the students. “Distance education” includes, but is not limited to, the delivery of educational programs and courses on CD-ROM, computer disk, or the Internet.**

**“Classroom education” means the provision of students in a setting in which either an instructor is physically present with the students or a representative of an approved school is physically present with the students for the purpose of taking attendance and providing instruction by audiotape, cable television, satellite or other similar method and the instructor is available for student questions by telephone or E-mail, or by a continuous 2-way audio or audiovisual connection.**

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## COURSE INFORMATION The following is to be submitted for each course for which approval is requested.

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1. Course title:
2. Number of class meetings, sessions or units:
3. Hours per class meeting, if classroom education:
4.
  - a. Present an outline of the topics included in each course. Attach appropriate pages.
  - b. If classroom education, state the time devoted to each topic.
  - c. If distance education, on separate pages please describe **how your school will carry out each of the following procedures** for all distance education courses.
    - 1) Ensure that instructors approved by the department are available to the students at reasonable times and by reasonable means.
    - 2) Provide a reasonable level of examination security for the examination given at the end of each distance education continuing education course.
    - 3) Sufficiently cover the subjects required and/or specified for the courses.

## Wisconsin Department of Regulation & Licensing

- 4) Provide reasonable oversight to ensure that the students who take the distance learning program or course are the enrolled students.
- 5) Provide a reasonable opportunity for student self-evaluation of mastery.

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5. Describe published materials each student is required to have (texts, manuals, etc.).

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6. Explain standards for successful completion of program.

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7. Is program open to anyone without regard for membership in any organization? YES\_\_\_\_\_ NO\_\_\_\_\_

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### PERSON(S) AUTHORIZED TO SIGN OFFICIAL CERTIFICATES

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Name

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Name

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Signature

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Signature

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Name

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Name

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Signature

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Signature

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I hereby certify that all statements are true to the best of my knowledge.

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Signature of Real Estate Education Administrator

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Date

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Title